

## DIRECTIVE WORKFORCE INVESTMENT ACT

Number: WIAD05-3

Date: September 27, 2005  
69:20:jw:9490

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: TRACKING CLIENTS NEEDING SERVICES DUE TO HURRICANE  
KATRINA

### EXECUTIVE SUMMARY:

#### Purpose:

The purpose of this directive is to provide guidance on how to begin taking applications and tracking clients in need of services in California due to the devastation caused by Hurricane Katrina.

#### Scope:

This directive applies to all Workforce Investment Act (WIA) sub-state grantees.

#### Effective Date:

This directive is effective on the date of issuance.

### REFERENCES:

- WIA Directive WIAD04-18, Title I Eligibility (March 29, 2005)
- WIA Directive WIAD04-17, Client Forms Handbook (March 24, 2005)

### STATE-IMPOSED REQUIREMENTS:

All requirements in this directive are State imposed.

### FILING INSTRUCTIONS:

This directive finalizes WIA Draft Directive WIADD-103, issued for comment on September 8, 2005. Retain this directive until further notice.

### BACKGROUND:

Hurricane Katrina struck Louisiana, Mississippi and Alabama on August 29, 2005, flooding New Orleans and causing extreme loss of life and property. California is

reaching out in cooperation with the Federal Emergency Management Administration (FEMA) and under the leadership of the Governor's Office of Emergency Services (OES) to assist individuals displaced from their homes and their employment due to the disaster. In order to assure that these individuals receive needed assistance, this directive provides guidance on how to begin tracking clients reaching out through California's Workforce Investment Act employment and programs for re-employment and supportive services.

This directive focuses on how to report and track these clients. Workforce Investment Division staff are currently working with the Department of Labor Employment and Training Administration to identify and remove barriers in law and regulation that may limit California's ability to help individuals re-enter the labor market and receive the necessary assistance to regain self-sufficiency. There are questions regarding the eligibility of these individuals under the various funding streams. This directive provides a process for capturing client information and enabling initial service without regard for funding stream. Future guidance will address questions regarding the use of specific fund sources and the questions regarding eligibility. We appreciate your patience during this difficult time. We will keep you informed as additional information is received by the Employment Development Department.

## **POLICY AND PROCEDURES:**

A Job Training Automation (JTA) system Application Form and an entry on the Enrollment Form must be concurrently initiated on all individuals indicating that they have relocated to California due to Hurricane Katrina. The process for completing the Application and initial enrollment is outlined below. Immediate modification is being done to the JTA system to allow for completion of this special reporting process. This reporting will allow both State and local staff to quickly identify and manage services for clients evacuated to California because of Hurricane Katrina.

If the individual requesting assistance has evacuated to California because of Hurricane Katrina, the reporting process outlined below should be followed regardless of the initial level of service. This includes clients requesting core services as well as those individuals requesting or in need of intensive and training services.

### **1. Application Form**

Please complete as many fields on the Application Form as possible. The minimum required fields are highlighted on the attachment Application Form. Please report "No" in Field 03 *Universal Access*.

In keeping with State law and recent federal guidance, every effort should be made to verify the individual's right-to-work in the United States. If the evacuee indicates that he/she does not have appropriate documentation due to the disaster, service should be provided to the client and documentation of Right-to-Work should be verified later. This emergency Right-to-Work status expires October 15, 2005.

For the purpose of completing the JTA Application, if Right-to-Work has not been verified, indicate "No" in the Application field 14b. *Right-to-Work in the U.S.* This field can be changed to "Yes" when proper documentation is obtained. The JTA Roster may be used to track these clients and assure that, if services continue, the Right-to-Work status is properly document and updated on the Application. The JTA system will allow this Application to be processed even with the negative Right-to-Work status.

## 2. Registration with FEMA

All evacuees should be registered with FEMA. This registration process may be completed on-line or by phone. The Web location for on-line registration is [www.fema.gov/register.shtm](http://www.fema.gov/register.shtm). The following numbers may be used for registration by phone:

1-800-621-3362

1-800-462-7585 (for the hearing impaired)

## 3. Initial entry on the Enrollment Form must be completed at the same time as the initial Application.

Regardless of what additional assistance is provided, an initial Enrollment should be completed for the client. **The Grant Code for all Hurricane Katrina evacuees should be 777. The initial entry on the Enrollment Form must be Activity Code 20.** Please refer to Attachment 2. Following this entry, all other reportable services provided to the client should be entered on the Enrollment Form following the usual JTA processes.

## 4. Funding

Grant Code 777 is a participant only grant code with no funding attached. Federal and State guidance requires that a participant record be reported if WIA dollars are spent for staff-assisted services. For this special client group California is requiring enrollment of all clients, regardless of level of service. However, for State reporting purposes, these clients are not required to be associated with a specific funding system. Co-enrollment of clients is a local decision and is not required.

## 5. For questions regarding how an evacuee may apply for unemployment insurance benefits, please ask your Employment Development Department Job Service partner for assistance. Also, there is a California Unemployment Insurance [press release](#) that provides general guidance.

The new Grant Code 777 and the new Activity Code 20 "Hurricane Katrina" will be installed and available for use in the local-side databases September 9, 2005. For Standalone JTA system users the release files will also be available September 9th on the File Transport Protocol site at [endor.jta.edd.ca.gov](http://endor.jta.edd.ca.gov) and on the timeshare server at [jta.cahwnet.gov](http://jta.cahwnet.gov). The JTA system will allow the applications and enrollments

associated with Grant Code 777 to be processed without regard for the eligibility code determination in Field 93 on the Application Form. These client records will transmit to the Stateside of the JTA system as part of the normal monthly Individual Participant Data reporting process. Due to the special circumstances for these clients, this grant code will not be included in the local level performance calculations. If these clients are co-enrolled in other formula grant codes (Adult and Dislocated Worker) they will be included in local performance calculations.

**ACTION:**

This directive is effective immediately and should be brought to the attention of staff at all client access points.

**INQUIRIES:**

Questions regarding this client tracking process should be directed to your [Regional Advisor](#) or the JTA Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER  
Chief  
Workforce Investment Division

Attachments

Subgrantee Name
00 Application Number
01 Agency Code
02 Social Security Number

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# WORKFORCE INVESTMENT ACT APPLICATION

Subgrantee Name
Application Number
Agency Code
Social Security Number

Last Name		First Name / Middle Initial				
71 Highest Grade Completed	72 Education Status 1 Student, H.S. or less 2 Student, attending post H.S. 3 Out-of-School, H.S. dropout 4 Out-of-School, H.S. grad, employment difficulty 5 Out-of-School, H.S. grad, no employment difficulty		73 Reading Grade	74 Reading Score	75 Reading Test	76 Reading Version
77 Math Grade		78 Math Score		79 Math Test		80 Math Version
81 Labor Force Status 1 Employed 2 Not employed		82 Weeks Not Employed Last 26 Weeks		83 Hourly Wage		84 Referred by WPRS (Profiling) 1 Yes 2 No
85 Dislocated Worker 1 Terminated or Laid off 2 Received Notice of Layoff 3 Long Term Unemployed 4 Self Employed 5 Displaced Homemaker 9 Not Applicable		86 Dislocation Date	87 Job Code at Dislocation	88 Job Title		
89 Dislocation Industry Code	90 Tenure at Employer of Dislocation (months)	91 Employer Number		92 Employer Name		
Employer Address		Employer City		Employer State / ZIP	Employer Telephone (      )	
93 Eligibility A Adult WIA B Adult Low Income D Dislocated Worker		F Youth (age 14 _ 18) G Youth (age 19 – 21) H Veteran Grant		I 5% Window Youth (age 14 – 18) J 5% Window Youth (age 19 – 21) N Long Term Unemployed X Not Eligible		Does client meet priority of service in Department of Labor veterans training program (Public Law 107-288)? Y Yes N No
Signature of Interviewer				94 Interviewer ID	Date	
Signature of Reviewer				95 Reviewer ID	Date	

**Client Certification:** My signature below indicates that I have been informed of and understand the information contained on this form. I certify under penalty of perjury that all of the above information is true and complete. I agree that any information I have supplied is subject to verification. I understand that falsification of any item is grounds for termination from the Workforce Investment Act program and may result in action to recover any moneys paid to me while participating.

Signature of Client	Date	Signature of Parent, Guardian or Responsible Adult	Date
Remarks:			



# WORKFORCE INVESTMENT ACT ENROLLMENT/REGISTRATION

Subgrantee Name
01 Social Security Number
02 Case Number
Application Number

Last Name					First Name / Middle Initial					
<b>03 Education Status</b> 1 Student, H.S. or less 2 Student, attending post H.S. 3 Out-of-School, H.S. dropout 4 Out-of-School, H.S. grad, employment difficulty 5 Out-of-School, H.S. grad, no employment difficulty			<b>04 Basic Skills Deficient</b> 1 Yes 2 No 9 Not Applicable		<b>05 Grant Code</b> <div style="background-color: yellow; text-align: center;">777</div>		<b>06 Agency Code</b>		<b>07 Labor Force Status</b> 1 Employed 2 Not Employed	
<b>08 Enrollment Date</b>		<b>09 Date ITA Established</b>		<b>10 Total Amount of ITA</b>		<b>11 Pell Grant Recipient</b> 1 Yes 2 No, Applied but denied 3 No, Application pending 4 Application not submitted		<b>12 Pell Grant School Year Award Amount</b>		
Activity 1	Activity Code 20	Agency Code	State Provider ID	Program Code	Job Code / Job Description	Begin Date	Est / End Date	ITA Amount Used	Completion Code	Goal Code
Activity 2	Activity Code	Agency Code	State Provider ID	Program Code	Job Code / Job Description	Begin Date	Est/End Date	ITA Amount Used	Completion Code	Goal Code
Activity 3	Activity Code	Agency Code	State Provider ID	Program Code	Job Code / Job Description	Begin Date	Est/End Date	ITA Amount Used	Completion Code	Goal Code
Enrolling Staff Signature				<b>13 Enrolling Staff ID</b>			Date			
<b>Activity Codes</b> <b>Core</b> 10 Follow-up Services, Counseling 11 Staff Assisted Job Development 12 Staff Assisted Job Referrals 13 Staff Assisted Job Search, Placement 14 Staff Assisted Workshops / Job Clubs 15 Other Core Services 16 Non-WIA Funded Core Services 17 Co-enrolled Core Services <div style="background-color: yellow;">20 Hurricane Katrina</div> <b>Intensive</b> 30 Case Mgt for Participants 31 Comprehensive Assessments 32 Development of Individual Employment Plan 33 Group Counseling 34 Work / Entry Employment Experience 35 Individual Counseling and Career Planning 36 Out-of-Area Job Search 37 Relocation Expenses 38 Short Term Pre-vocational Services 39 Internships 40 Other Intensive Services 41 Non-WIA Funded Intensive Services 42 Co-enrolled Intensive Services  <b>Training</b> 50 Adult Education 51 Customized Training 52 Entrepreneurial Training 53 Job Readiness Training 54 Occupational Skills Training 55 On-The-Job Training 56 Private Sector Training 57 Skill Upgrading and Retraining 58 Workplace Training and Coop Ed 59 Other Training Services 60 Non-WIA Funded Training Services 61 Co-enrolled Training Services  <b>Youth</b> 70 Summer-related 71 Educational Achievement Services 72 Employment Services 73 Citizen and Leadership Services 74 Other Youth Services 75 Non-WIA Funded Youth Services 76 Co-enrolled Youth Services  <b>Miscellaneous</b> 81 Supportive Services 82 Needs-related Payments 83 Planned Break In Services: Delay in Training 84 Non-WIA Funded Miscellaneous 85 Co-enrolled Miscellaneous Services 86 Planned Break in Services: Health / Medical  90 : 99 Optional Local Use						<b>Goal Codes (Youth Only)</b> <b>Basic Skills</b> 001 Reading Comprehension 002 Math Computation 003 Writing 004 Speaking 005 Listening 006 Problem Solving, Reasoning, Decision Making 013 ESL / VESL 015 Life Skills  <b>Occupational Skills</b> 007 Perform Actual Tasks 008 Familiarity with Procedures, Tools 016 Technology 019 Information Skills  <b>Work Readiness Skills</b> 009 World of Work Awareness 010 Labor Market Knowledge 011 Career Planning 012 Job Search Techniques 014 Leadership 017 Allocates Resources 018 Team Work 020 Interpersonal Skills  <b>Completion Codes</b> 1 Completed 2 Not Completed, Involuntary 3 Not Completed, Voluntary				